Military Injury Reporting Requirements

Memorandum,

The Under Secretary of Defense

20 Feb 07

Subject: Injury Reporting Requirements

Installation Safety Office

765-3861

Injury Reporting Requirements

- This policy directive revises injury reporting requirements of DoDI 6055.7, “Accident Investigation, Reporting and Recordkeeping,” and replaces policy memo “Safety and health Recordkeeping,” 3 Dec 04.
- Effective immediately, requires injured military personnel and their supervisors to report each mishap-related injury.
- Requires the use of medical treatment reports in the identification of mishaps. Insure all reporting protects the privacy of personnel and complies with DoD 5400.11-R.
- Recent review showed significant under-reporting of military injuries resulting in lost duty time. Failure to report and investigate mishaps prevents acquiring knowledge needed to prevent future injuries.

Injury Reporting Requirements

- Non-supervisory personnel shall notify the appropriate supervisor of all on/off duty accidents, injuries, and illnesses as soon as possible, regardless of how minor, no later than the end of the shift or the day of occurrence.
- Supervisors and managers shall complete notification requirements to their supervisory chain-of-command within one working day of receiving information regarding an on/off duty accident, injury or illness. Completed DA Form 285-AB-R (AGAR) must be sent to the Installation Safety Office, regardless of how minor the injury or illness within 7 days.

Definitions

- Military personnel – all U.S. military personnel on active duty; U.S. Military Reserve or National Guard personnel on active duty or in drill status.
- Injury - resulting from instantaneous events generally identified by a specific date or time.
- Illness – resulting from non-instantaneous events, such as a latent disease or cumulative trauma disorder.

Definitions

- Days away from work – begins the day after the incident for on/off duty injuries and illnesses which include hospitalizations, medical restrictions to quarters, convalescent leave, and commander-directed removal from duties.
- Days of restricted work or transfer to another job – begins the day after the incident; includes limited or light duty.
- First aid – minor treatment regardless of who provides the treatment.
- Medical Treatment – treatment only a medical professional can provide.

Definitions

- **On Duty**
  - **Physically present at any location where work is performed**
  - **Activities incident to normal work activities such as lunch or rest breaks.**
  - **Transported by DoD or commercial conveyance for purpose of performing assigned work**
  - **Reimbursable travel in POV for TDY**
  - **Compulsory physical training or sports**
- **Off Duty**
  - **On leave**
  - **Traveling before and after official duties (to/from official duty or TDY station)**
  - **Voluntary installation team sports**
  - **TDY at no cost to govt**
  - **Lunch or rest break engaged in activities unrelated to eating or resting**

Recordable Injury and Illness

- An on-duty injury or illness that meet the general recording criteria requirements of 29 CFR 1904.7a.
  - Death
  - Days away from work (a trainee is not training)
  - Restricted work or transfer to another job
  - Medical treatment beyond first aid
  - Loss of consciousness for any length of time
  - Significant injury or illness diagnosed by a licensed health care professional.
  - Aggravation of injuries or illness sustained prior to military service by current tenure of service.
- An off-duty injury or illness
  - Death
  - Days away from work (a trainee is not training)
  - Restricted work or transfer to another job
- Record within 7 days of report of injury or illness

First Aid – Not Recordable (if other criteria is not met)

- Doctor visit for observation, recommendations or follow-up to first visit
- Diagnostic procedures or prescribed drugs (x-rays, blood tests, drops to dilate eyes)
- Non-prescription medications at non-prescription strength
- Antiseptics
- Uncontaminated needlesticks or sharps
- Tetanus immunizations when administered as treatment after an injury
- Cleaning, flushing, or soaking wounds on the skin surface
- Wound coverings (bandages, butterfly bandages)
- Hot or cold therapy
- Non-rigid means of support (elastic bandages)
- Temporary immobilization devices during transport
- Draining fluids from blisters
- Drilling fingernail/toenail to relieve pressure
- Irrigation or swab to remove foreign bodies not embedded in or adhering to eye
- Irrigation, tweezers, or swabs to remove splinters or foreign material from other than eye
- Finger guards
- Simple eye patch if it does not limit normal duties of employee
- Non-therapeutic massages
- Drinking fluids to relieve heat stress
- All other treatment is considered medical treatment and is recordable regardless if other recording criteria are met.

Medical Treatment Recordable

- Injuries due to work-related physicals, exam, shots
- Loss of consciousness, regardless of amount of time
- Receives 1 dose prescription medication; OTC medication at prescription strength
- Mental illness if licensed healthcare provider documents employee has a mental illness that is work-related
- Victim of workplace violence
- Acts of violence against employees by family members/ex-spouses
- Food contaminated by workplace contamination
- Food poisoning if food is supplied by the employer
- Hearing loss
- Fractures
- Punctured ear drum
- Communicable disease immunizations (Hep-B, rabies) given to treat a specific injury/illness or in response to workplace exposure and administered as preventive measure.
- Chronic irreversible diseases
- Occupational Cancer
- Contagious diseases if infected at work (Hep-A; tuberculosis, unless the employee is living in a household with a person who is diagnosed with active TB - annotate TB in Respiratory column)

Medical Treatment Recordable

- Needlesticks/sharps injuries potentially contaminated with blood/infectious materials
- Cuts, lacerations, punctures, and scratches potentially contaminated with blood/infectious materials
- Splashed/exposed to blood/infectious materials if a diagnosis, death, loss of consciousness, restricted/lost days result
- Chemical exposures if death, loss of consciousness, restricted/lost days result; or if removal levels required by an OSHA standard.
- Medical removal from job
- Aggravations if death, loss of consciousness, restricted/lost days, medical treatment would not have occurred but for the work-related event or exposure.
- Wound closing devices (surgical glue, sutures, staples)
- Simple eye patch, only if employee is unable to perform all of normal duties
- Pressure eye patches
- Debrisment
- Physical therapy or chiropractic treatment
- Rigid stays to immobilize body part (splints, casts)
- Administer O2
- Administer IVs